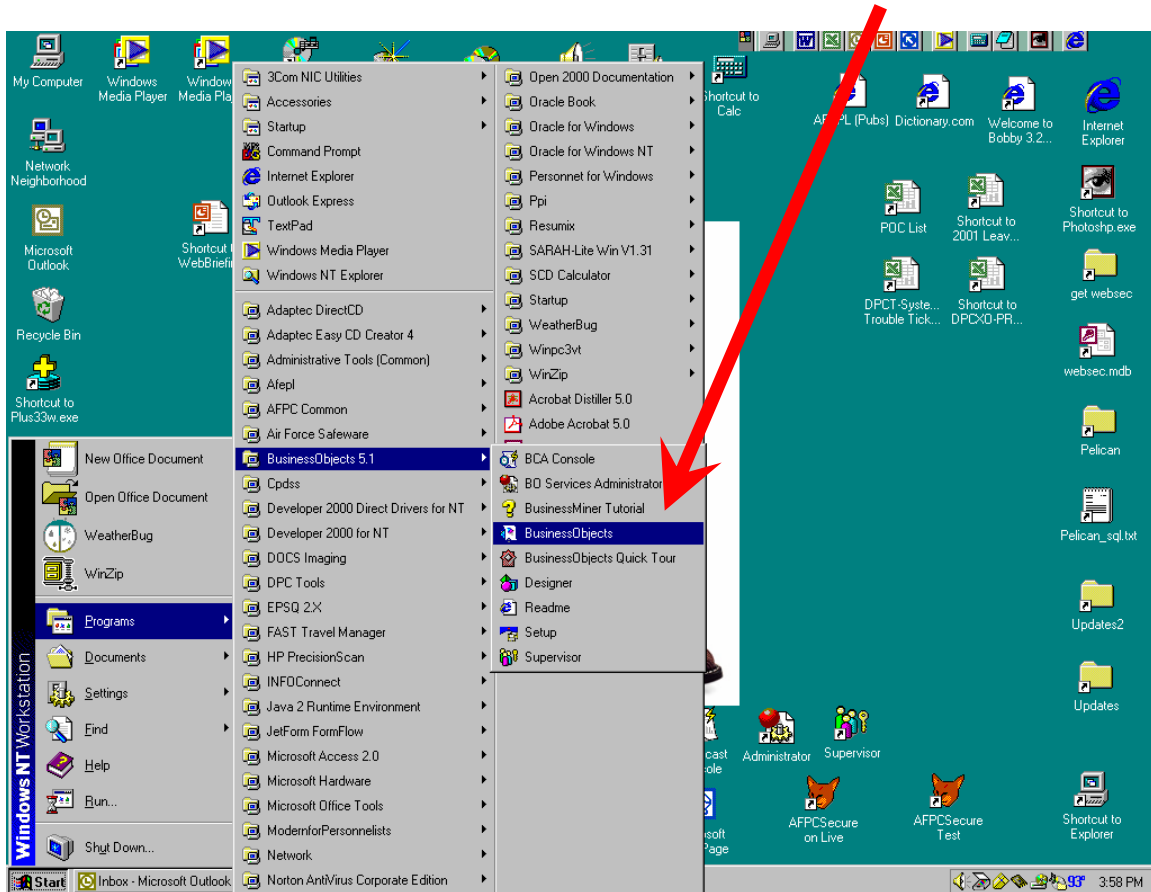


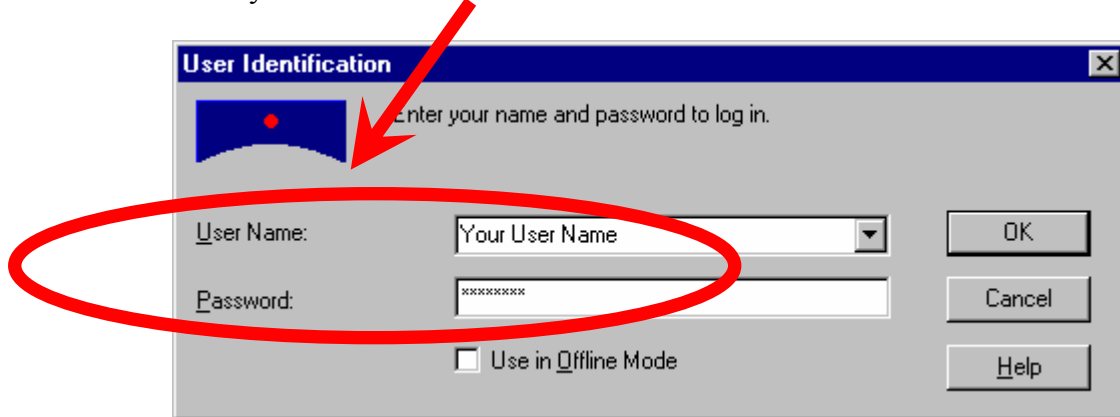
Retrieving Corporate Documents Using Business Objects Full Client

Retrieving Corporate Documents using Business Objects full client is very easy. The corporate documents available were published so all users have access to standard reports.

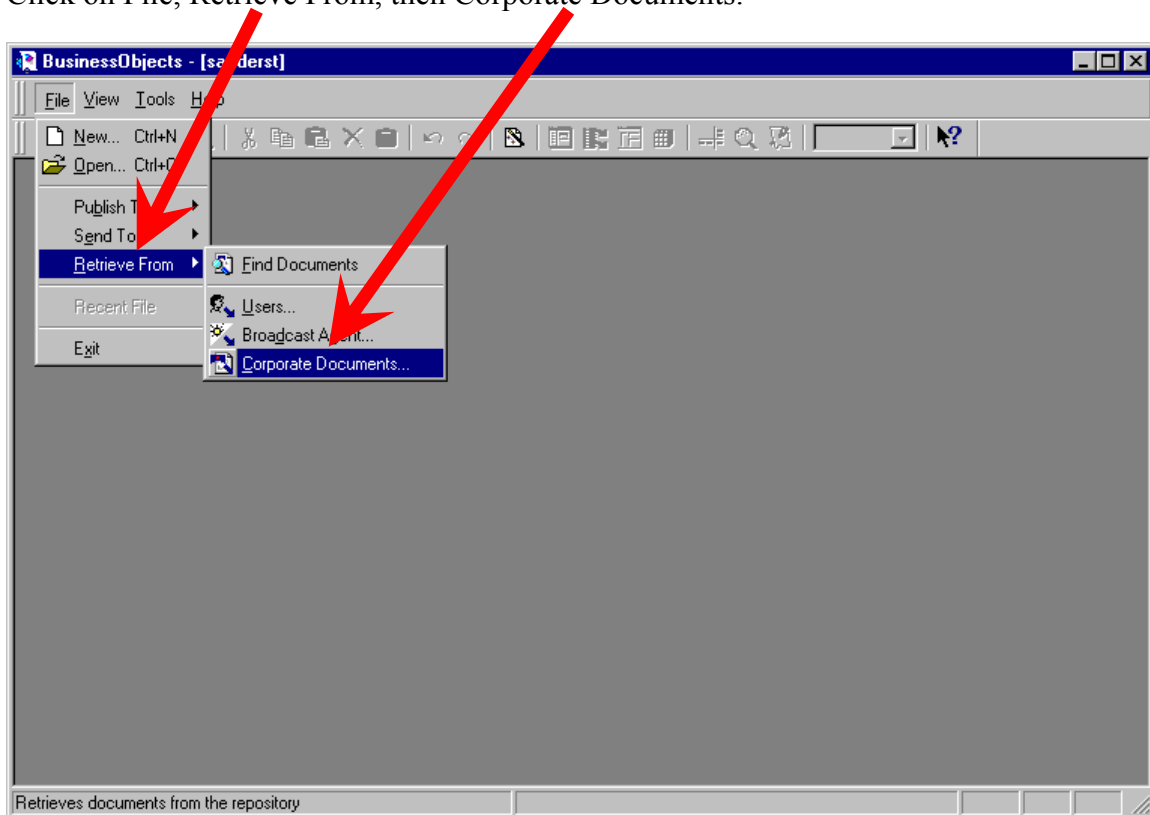
To begin click on Start, then Programs, BusinessObjects 5.1, Business Objects



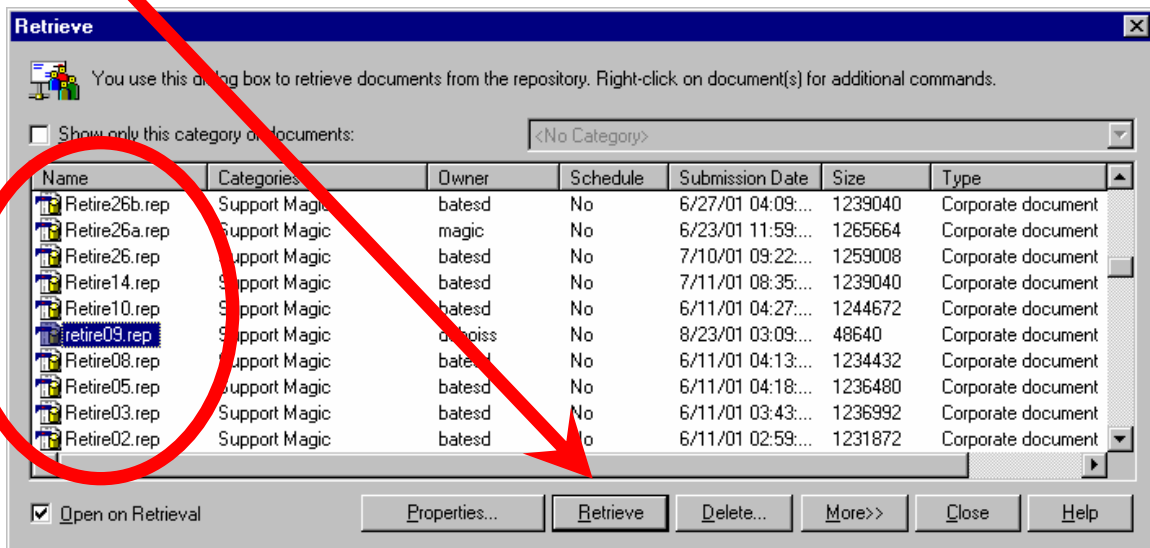
Enter your USERID and Password



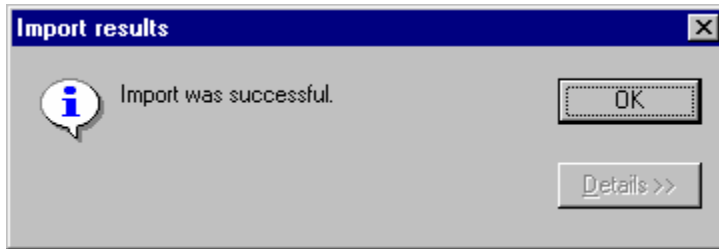
Click on File, Retrieve From, then Corporate Documents.



Select the documents to be opened (holding Ctrl/Shift for multiple selections), then click retrieve.



At the Import results popup click OK to view the document. You may be prompted to enter a specific value like a CCPO ID.



The following table describes some of the things you can and cannot do with Business Objects corporate documents:

Action	You Can	You Cannot
Refresh the document with the latest data	X	
Publish the document to the Corporate Documents repository where others can access it		X
Save the document as a personal document	X	
Send the document to another user	X	
Delete your document	X	
View the document's attributes	X	
Print the document	X	
Load the document's data into a spreadsheet	X	
Turn the block of data into a chart or a different table	X	